Position description

Grants Project Officer

Position title: Grants Project Officer
Classification: 
Division/Department: Administration
Employment type: Part time, 0.8 FTE
Position reports to: Research Grants Manager
Remuneration range: 
Positions reporting to this one: Nil

Position overview

The Grants Project Officer will work within the Research Grants Office team to manage the grants management system improvement project and in reviewing and processing NHMRC grant applications as required. The position requires direct liaison with stakeholders, steering committees and consultants (as required) to establish requirements, develop specifications and prepare and monitor project plans and budgets. In addition, the incumbent will interact with academic staff who apply for grants, as well as other institute staff as required.

Organisational environment

The Walter and Eliza Hall Institute of Medical Research

The institute, established in 1915, currently houses 15 research divisions, containing around 81 laboratories and around 1,000 staff and students, with an annual budget of approximately $100 million (AUD).

The institute’s research focuses on cancer (breast, cancer, leukaemia, lymphoma, multiple myeloma, lung cancer, colon cancer, and ovarian cancer), infectious disease (malaria, tuberculosis, HIV, and hepatitis) and chronic inflammatory and immune diseases (coeliac disease, type 1 diabetes, rheumatoid arthritis and transplantation) and continues a strong tradition of collaboration and interdisciplinary programs. The institute has a strong national and international reputation for performing highly influential research and for translation that leads to long term improvements in disease, diagnosis and treatment.

The institute’s main laboratories are located within the Parkville precinct, a vibrant hub for life science research, education and healthcare provision. In addition, the Walter and Eliza Hall Institute Biotechnology Centre is located 30 minutes from Parkville at La Trobe University’s R&D Park in Bundoora. The Biotechnology Centre features facilities for high-throughput chemical screening, medicinal chemistry, antibody production and malaria containment. The centre also functions as an incubator for the institute’s biotechnology companies.

Organisational objectives

Discovery and translation
To make discoveries that shape contemporary scientific thinking, increase understanding and improve prevention, diagnosis and treatment of cancer, immune disorders and infectious diseases.

Education and training
To educate and train world-class scientists and to attract, develop and retain the best and brightest workforce.

Organisational culture
To provide a vibrant and inspiring organisational culture that encourages, promotes and rewards excellence, collaboration, innovation, creativity and respect.

Engagement
To engage with our stakeholders to improve outcomes, building support and secure resources for medical research.

Sustainability
To build infrastructure, professional services and funding that sustains our research and maximises the time our scientists can spend making discoveries.

Organisational values
- Pursuit of excellence
- Integrity and mutual respect
- Collaboration and teamwork
- Creativity
- Contribution to society
- Accountability

Key responsibilities
Grant Management System Improvement Project:
- Work with a project team, project lead and/or steering committee, and stakeholders to develop documentation outlining project requirements, scope, goals, deliverables, timelines, required resources, and budget.
- Manage the project through the full project lifecycle, following the established institute project management methodology, to ensure project is delivered within agreed scope and budget; and that project milestones and deliverables are met.
- Manage the involvement of stakeholder, project lead and/or steering committee, project team, and external consultants in projects, ensuring appropriate change management and communication.
- Manage—and where possible mitigate—project issues and risks in a timely manner, escalating as appropriate, to the project lead and/or steering committee.
- Determine how successful project outcomes will be measured, and complete post-project evaluation to establish how these outcomes address the identified need.

Review of Grant Applications
- Develop familiarity with NHMRC funding rules and requirements.
- Advise applicants of eligibility issues and other requirements.
- Critically read and edit grant applications.
- Assist applicants with budgets in grant applications.
- Ensure application documentation is complete.

Key skills and experience
- Self-motivated individual with proven ability to work independently, and on multiple initiatives at the same time.
- Demonstrated knowledge of project management techniques, tools, and methodologies; covering all phases of the project lifecycle.
- Excellent time management, analytical and problem solving skills.
Position description – Project Manager

- Operational, and business acumen.
- Ability to rapidly adapt and respond to changes in environment and priorities.
- Excellent interpersonal, oral and written communication skills; proven aptitude for communicating effectively with a variety of audiences.
- Ability to effectively influence and communicate with all levels of management and project stakeholders.
- Experience in a medical research or higher education environment.

Occupational health and safety
- Comply with Institute Health and Safety Policies and Procedures.
- Take reasonable care of own safety and the safety of others around.
- Use Personal Protective Equipment (PPE) and safety devices appropriately.
- Report all hazards, incidents and injuries.
- Attend training programs as documented in individual training needs matrices.

Diversity
The Walter and Eliza Hall Institute of Medical Research is an Equal Opportunity Employer.
The Institute encourages and welcomes interest from Aboriginal and Torres Strait Islander peoples for roles within the Institute.

Privacy notification
The collection and handling of declarations and personal information relevant to your employment will be consistent with the requirements of the Information Privacy Act 2000.